



Court Plaza Bldg. 2006 Cleaning Schedule

Item	Cleaning Requirements	Scheduled Cleaning Dates	
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D Semi-Annual Services

1	Dust or vacuum window coverings, overhead pipes, molding over 6 ft	1st week of May	1st week of Nov.
2	Remove and wash light defusers. Clean fixture interior	1st week of May	1st week of Nov.
3	Wash trash cans	1st week of May	1st week of Nov.
4	Wash doorframes and walls in public hallways and stairwells. Wash stairwell railings. Damp wipe baseboard & trim	1st week of May	1st week of Nov.
5	Strip, wax and buff hard floors	1st week of May	1st week of Nov.
6	Dust ventilation grills and diffusers	1st week of May	1st week of Nov.

E Carpet shampoo

1	Shampoo high traffic areas	As Directed by Project Manager
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F Carpet shampoo

1	Shampoo remainder of building	As Directed by Project Manager
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